BONDS MANAGEMENT SYSTEM PROJECT

Frequently Asked Questions

Department of Water Resources

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1. Introduction

1.1. Purpose

The purpose of this document is to answer the most commonly asked questions about Bonds Management System (BMS) in a simple step-by-step manner. The answers to these questions are designed in a way that business users can easily follow these steps and accomplish their tasks.

These questions have been identified and documented during the entire development life cycle. If the system design changes over time, this document will need to be modified accordingly.

1.2 Scope

This document only provides a brief step by step process of doing the most commonly executed tasks in BMS. For detailed technical and design issues, please refer to the System Design document and the User Guideline and Training document.

The document consists of the three sections below:

Section Number	Title	Number of Questions	Page Number
2.1	Public User	16	3
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2. Frequently Asked Questions

BMS runs best in Internet Explorer (IE 7 or above). If you use other website browsers, BMS may not run properly or may not run at all.

2.1 Public User

1. How do I get an account on the BMS?

I. Navigate to www.water.ca.gov/bms
II. Click on the "Registration" link
III. Enter the required information on the "Contact" tab and click on the "Next" button
IV. Enter the required information on the "Organization" tab and click on the "Next" button. If your organization is not in the drop-down list, then add your organization first (See FAQ 2)
V. Enter the required information on the "Account" tab and click the "Submit" button
VI. This will create an account for you in BMS and a prompt will be displayed to register your organization if the organization is not already registered with BMS.

2. How do I add my organization on the BMS?

I. Navigate to www.water.ca.gov/bms
II. Click on the "Registration" link
III. Enter the required information on the "Contact" tab and click on "Next" button
IV. Click on the "Add New" link below the "Organization" drop-down list
V. Enter the required information and click the "Save" button.
VI. On the "Account" tab enter your login information and click the "Save" button.

Note: Adding your organization does not mean that the organization is registered. To register your organization, see FAQ 3.

3. How do I register my organization with the BMS?

You can do this in two ways –

I. Follow the steps in FAQ 2, and click "Yes" on the pop-up; "Do you want to register your organization with BMS".
    a. Enter the required information and click the "Register" button.

Note: While providing the "Administrator's Email", please make sure that the user (and hence the email) is registered with BMS. To register a user, see FAQ 1.

II. Follow the steps in FAQ 2, and click “No” on the pop-up; “Do you want to register your organization with BMS”.
    a. Navigate to “Home->My Profile”.
    b. Click on the “Organization” tab.
    c. Click on the link “Selected Organization <Your Organization Name> is not Registered” on the top right corner of the “ORGANIZATION DATA” table.
    d. Enter the required information and click “Register” button.

Note: You can also logout and login later to complete the registration process by navigating to “Home->My Profile” and then following the steps in II.

4. What do I do if I forget my Password?

I. Navigate to www.water.ca.gov/bms
II. Click on the “Forgot Password” link.
III. Enter your registered email id and click “Validate User ID” button.
IV. Answer the security questions correctly.
V. An email will be sent to you with your temporary password.

Note: If you answer your security questions incorrectly thrice, your account will be locked and you will need to contact the DWR admin to get your account unlocked.

5. How do I become the Organization Administrator for my Organization?

I. Navigate to www.water.ca.gov/bms
II. If you are a new user and you belong to an organization which is not registered with BMS, follow FAQ 1 to set up an account.
III. Follow FAQ 2 to register your organization. While registering your organization, enter your registered email address in the “Organization Admin’s email” box.
IV. If your organization is already registered with BMS then it already has an admin. Contact your organization admin to add you as one.

6. How do I add another user as an Admin for my Organization?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password.
III. Click on the “Organization Admin” tab and click on “User Management”.
IV. Select the Organization from the drop-down list.
V. Click on “Add New” link.
VI. Enter the email id of the user you wish to add as an Admin.
VII. Check on the “Organization Admin” check-box.
VIII. Click “Save”.

7. How do I allow other users to see my Organization's proposals?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password.
III. Click on the "Organization Admin" tab and click on "User Management".
IV. Select the Organization from the drop-down list.
V. Click on "Add New" link.
VI. Enter the email id of the user you wish share your proposals with.
VII. DO NOT check the "Organization Admin" checkbox.
VIII. Click "Save".

8. What do I do if I get locked out of the BMS and cannot log in?

Organization Admins - contact the BMS Admin at the number or email provided on the bottom of BMS Login page (BMSAdmin@water.ca.gov or 1-888-907-4267 or 916-651-9246)

Public Users – Contact your Organization Admin.

9. How do I unlock accounts of the locked users of my organization?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password.
III. Click on the "Organization Admin" tab and click on "User Management".
IV. Select the Organization from the drop-down list.
V. Click on the locked user's email id from the list of user id's displayed.
VI. Uncheck the Lock/Unlock check box.
VII. Click "Save".

10. How do I start a proposal?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Administrator ID and password. If you do not have an Organization Administrator ID and password then refer to FAQ 5.
III. Click on the number of new solicitations link on your homepage OR navigate to "PSP's->All PSP's" tab.
IV. Choose the PSP you are interested in from the available list and then click on the "Start Proposal" link in the "Action" column. You can save your work by clicking on the "Save" button and visit later to complete your proposal.
V. Once the proposal is saved once, it is added to your "My Proposals" list. The next time you login you can continue preparing your proposal by navigating to "PSP's->My Proposals" and clicking on the proposal name.

If the PSP's due date has already passed, you cannot start a proposal for it.

11. How do I submit a proposal?

I. Follow the steps in FAQ 8 to start preparing a proposal and completing it. Make sure you have filled out all the tabs in the proposal before submitting. The system will not allow you to submit it unless all required fields are filled.
II. Once it is complete, click on the "Submit" button on the bottom of any of the tabs in the PSP.

12. How can I access all the attachments associated with a PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password.
III. Click on the "PSPs".
IV. On the list of all Active PSPs you can select the PSP of your choice and click on the "Attachments" link in the "Attachments" column to go to the attached files.
V. If you have created the PSP on your own then you can click on the link in the "Status" column on My PSPs page. This will take you to the status page where you can find the attachments associated with the PSP.

13. How do I submit a comment or document to DWR?

You can submit

a. A general comment/document.
b. A project-related comment/document.
c. A contract-related comment/document.

For general comment/document –

I. Navigate to www.water.ca.gov/bms
II. Login with your Public User/Organization Admin user ID and password.
III. Click on the "PSPs" tab and then click on "My Communications".
IV. Click on "Add New".
V. Enter relevant information and click "Save".

For project related comment/document –

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin user ID and password.
III. Click on "Projects" tab.
IV. Select the project you want to add the communication to by selecting the program and the year and clicking filter.
V. Click on the project name.
VI. Click on the "Communication" tab.
VII. Click on the "Create Note" link.

VIII. Enter relevant information and click “Save”.

For project related comment/document –

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin user ID and password.
III. Click on “Contracts” tab.
IV. Select the Contract you want to add the communication to by selecting the program and the year and clicking filter.
V. Click on the contract number.
VI. Click on the “Communication” tab.
VII. Click on the “Create Note” link.
VIII. Enter relevant information and click “Save”.

14. I have been assigned the project manager for a project, how do I view my projects?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password
III. Click on the “Projects” link.
IV. Click on “My Projects” sub-menu.
V. To view projects from a specific Program and Year, select these values from the dropdown boxes and click “Filter” button.
VI. All the projects associated with that program and year will be displayed.
VII. You can also view all projects by selecting “All Programs” and “All Years” under the dropdowns and clicking “Filter”.
VIII. You can also select “All Programs” and one year and one program and “All Years”.

15. I have been assigned the contract manager for a contract, how do I view my contracts?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password
III. Click on the “Contracts” link.
IV. Click on “My Contracts” sub-menu.
V. To view Contracts from a specific Program and Year, select these values from the dropdown boxes and click “Filter” button.
VI. All the Contracts associated with that program and year will be displayed.
VII. You can also view all Contracts by selecting “All Programs” and “All Years” under the dropdowns, check “View All Contracts” and click “Filter” button.
VIII. You can also select “All Programs” and one year and one program and “All Years”.

16. How do I submit an invoice as Organization Admin?

I. Navigate to www.water.ca.gov/bms
II. Login with your Organization Admin ID and password.
III. Click on Contracts menu and select the contract for which you wish to submit an invoice then click on the Contract Number link.
IV. Click on the Invoice tab in the Contract workbook.
V. Click on the "Add New" link on top left of the invoice list if you are creating the invoice for the first time. If you have already created and saved an invoice and wish to submit or edit it then click on the "Pending" link in the Invoice Number column.
VI. Enter the required fields and click Add New Line Item link on the Invoice sheet.
VII. Enter the required fields and click on "Save" button. Click on the "Submit" button to submit the Invoice.

2.2 DWR Admin

1. How do I create a new Program?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Programs tab and then click on the "Add New" link on the top left of the table.
IV. Enter appropriate information and click "Save" to create the program.

2. How do I create a new Fund?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Programs tab and then click on the Funds submenu to display all the active bonds in the BMS.
IV. Click on the "Add New" link on top left corner under the Bonds heading.
V. Enter appropriate information and click "Save" to create the bond.
VI. To add chapters to the bond, click on the "Add New" link on bottom left of the page under "Chapters" and -
   a. Enter appropriate information
   b. Click "Save"
VII. To add sections to the chapter, click on "Add New" link on the bottom left of the page under "Sections" and –
   a. Enter appropriate information
   b. Click "Save"

Note: You should input the *total* fund amount (rather than the available amount) on the individual Bond, Chapter, and Section pages.

3. How do I create a new Portfolio?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Programs tab and then click on the Portfolios submenu to display all the portfolios in the system.
IV. Click on the "Add New" link on top left corner under the Portfolios heading.
V. Enter appropriate information and click "Save".
VI. You can add programs to the portfolio by clicking "Add New" link under the "Programs" heading.

4. How do I create a new PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on My PSPs submenu (My PSPs is automatically displayed so you may skip the second part of this step).
IV. Click on "Create New PSP" link on top-left of the list.
V. Enter appropriate information and click "Save".
VI. To add sections and questions, refer to FAQs 5 and 6.

5. How do I add sections to my PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on My PSPs submenu (My PSPs is automatically displayed so you may skip the second part of this step).
IV. Click on the PSP name link that you want to modify.
V. Click on the "Add New Section" button in the "Create/Modify PSP" pane.
VI. Enter appropriate information and click "Save".

6. How do I add questions to my PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on My PSPs submenu (My PSPs is automatically displayed so you may skip the second part of this step).
IV. Click on the PSP name link that you want to modify.
V. You can add questions to an existing section or you can add a new section for your questions.
    a. New Section –
        i. Follow the steps in FAQ 5.
        ii. Click on "Add Custom Question" or "Add From Question Bank" button.
        iii. Enter appropriate information and click "Save".
    b. Existing Section –
        i. Click on the Section name in the left side pane of the page.

ii. Click on “Add Custom Question” or “Add From Question Bank” button.
iii. Enter appropriate information and click “Save”.

7. How do I release my PSP to the public?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on My PSPs or All PSPs submenu.
IV. Look for a PSP you want to release and then click on the “Preparation” link in the “Status” column. (If status column has the link “Release” in it, then the PSP has already been released).
V. Choose appropriate dates and times in the pop-up calendar for each action and click “Save”. This PSP will be automatically released to the public on the date/time that you have specified.

8. How do I attach the Program Guidelines to my PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on “PSPs” tab and then click on “My PSPs” submenu.
IV. Find the desired PSP in the list and click on “Preparation” link in the “Status” column. (If status column has the link “Release” in it, then the PSP has already been released and you cannot add any files to it).
V. On the bottom half of the page, Upload New Attachments section is displayed.
VI. Click “Select” button to choose a file. Add an optional description to it.
VII. You can add additional files by clicking the “Add” button and following the same procedure.
VIII. Set the release, deadline and notification dates on the upper half of the page.
IX. Click “Save”.

9. How do I track the status of my PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on “PSPs” tab and then click on “My PSPs” submenu.
IV. You can view the status of your PSP by viewing the “Status” column for your PSP.

10. How can I see all the proposals that have been submitted for a PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on Summary submenu.
IV. Choose the year and name of the PSP you are interested in.

V. A list of proposals is displayed on the page. Click on the proposal title to view the proposal of interest.

11. How do I delete a PSP?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab.
IV. Click on the delete icon in the "Delete" column of your PSP.
V. Click "Ok" on the warning pop-up if you are sure that you want to delete the PSP.
VI. Once the PSP is deleted it is moved to the archives. You can view it by clicking on PSPs->All PSPs and then searching the PSP in the "Archived PSPs" section on the bottom of the page.

12. How do I import a PSP from a previous solicitation?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on "Create New" link on top left of the list.
IV. Enter appropriate information and click "Save".
V. After the PSP is saved click on the "Import PSP" button on the top of the pane.
VI. Choose any of the available PSPs by clicking the radio button in the "Select" column.
VII. Click Import button on the bottom of the page to import questions from the selected PSP.

13. How do I view PSPs created by others?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on All PSPs submenu.
IV. A list of all PSPs including the ones created by you will be displayed.

14. If an Organization submits a hard copy or CD for the proposal, how do I upload the proposal to the BMS?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on PSPs tab and then click on Summary submenu.
IV. Choose the year and the name of the PSP of interest.
V. A list of all proposal submitted is displayed. Click on "Add New Proposal" link on top-left of the list.
VI. Enter appropriate information and click "Save". Do this for all tabs.
VII. Click on "Submit" button on any of the tabs (except Project tab since there is none present) to submit the proposal for the organization.

15. How do I create a Review Form?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review form and click the “Filter” button.
V. On the “Create Review Form” page you can create a review form in three ways –
    a. Copy questions from the PSP – Refer to FAQ 17.
    b. Import questions from another review form – Refer to FAQ 18.
    c. Create your own questions – Refer to FAQ 19.
VI. You can also use any combination of the above three to create your review form.

16. How do I copy questions from the PSP to the Review Form?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review form and click the “Filter” button.
V. On the “Create Review Form” page, click on “Copy Questions From PSP” button.
VI. All the questions from the PSP will be added to the review form.

17. How do I import a Review Form from a previous solicitation?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
VII. Select the year and PSP that for which you want to create a review form and click the “Filter” button.
IV. On the “Create Review Form” page, click on “Import From Review Form” button.
V. A list of PSPs is displayed to select from. Select one by clicking the radio button for the PSP name and click “Import” button.
VI. This will copy ONLY the COMMENT TYPE QUESTIONS from the review form of the PSP selected. All other question types should be added manually.

18. How do I add questions to my Review Form?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review form and click the “Filter” button.
V. On the “Create Review Form” page, you can add questions to –
    a. An existing section –

        i. Click on the section name on the left side pane of the page.
        ii. Click on the "Add Custom Question" button on the right side pane.
        iii. Choose question type and enter appropriate information in other fields.
        iv. Click "Save" button on the bottom of the right pane to add the question to the review form.
    b. A new section –
        i. Click "Add New Section" button.
        ii. Enter appropriate information and click "Save" button on the bottom of the right side pane.
        iii. After the confirmation message is displayed, click on "Add Custom Question" button on top of the right pane.
        iv. Choose question type and enter appropriate information in other fields.
        v. Click "Save" button on the bottom of the right pane to add the question to the review form.

19. How do I create a Review Groups for my review process?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review group and click the "Filter" button.
V. Click on the "Groups" tab.
VI. Click on the "Add New" link on the top-right of the reviewer groups list.
VII. Enter the appropriate values and make sure that the "Category" radio button is set to "Proposal review Group" and not "Invoice Processing Group".
VIII. Click "Save" to create the review group. To add reviewers to your group see FAQ 21.

20. How do I add reviewers to my Review Group?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review group and click the "Filter" button.
V. Click on the "Groups" tab.
VI. If you have already created the review group, select it from the list by clicking on the group name. Otherwise refer to FAQ 20 to create a group.
VII. Click on the "Add Assignment" link on the top-right of the "Review Group Assignment" table.
VIII. Select "Organization Type" and the organization name. This will display the list of available reviewers in the "Available User" list.

IX. Select the users to want to add to the group and click on the “>>” button in the middle of the page. This will add the users to the “Selected User” list. You can also remove the users from the “Selected” users list by selecting them and clicking “<<” button in the middle of the page.

X. Click on “Save” to add the selected users to your review group.

Note: If you don’t see the users you want in the “Available User” list then they are probably not added to the system. If they belong to a public organization then they will have to register through the BMS registration page.
If they are DWR employees then they will automatically be pulled in the list from the active directory. Please contact your network admin to add them to the active directory.

21. How do I setup a review process?

I. Navigate to www.water.ca.gov/bms

II. Login with your DWR Admin ID and password.

III. Click on the Review tab and then click on Review Setup submenu.

IV. Select the year and the PSP for which you wish to create a review process. Click “Filter”.

V. Click on the “Process” tab.

VI. Select the review process template for the “Select Review Process Template” drop-down list. If an appropriate review process is not in the list refer to FAQ 22 to create a process.

VII. Once the steps are displayed, click on each of them to do the following –
   a. Set the start and end date.
   b. Select a reviewer group for the step.
   c. Select the section for the step.
   d. Click “Save”
   e. Click on the next step and repeat a through d.

VIII. Once the details are set for all the steps, click on “Confirm & Submit” button.

IX. This creates a review process as final. If you wish use a different template, click on the “Create new Review Process” button. This will delete the process and will allow you to create a new one.

X. You will not be able to make any changes to the review process after a reviewer saves his/her review for the first time. You can however modify start date, end date, reviewer groups and sections for every step.

22. If my process does not exist, how do I create a new process?

I. Navigate to www.water.ca.gov/bms

II. Login with your DWR Admin ID and password.

III. Click on the Review tab and then click on Review Setup submenu.

IV. Select the year and the PSP for which you wish to create a review process. Click “Filter”.

V. Click on the “Process” tab.

VI. Click on the “New Template” link next to the drop-down list for “Select Review Process Template”.
VII. Enter relevant information and select the Type as “Review”.
VIII. Add steps to the workflow by entering relevant information in the Workflow Template Items table and clicking “Save” link in every row’s “Action” column.
IX. Click on the “Add” link to add more steps to the template.
X. Once a step is added and saved, it can be deleted by clicking on the delete icon in its “Action” column.
XI. Once all the steps are saved, click “Create” to create the workflow template/process. Be careful while creating this template because it cannot be deleted. It can only be made active/inactive.
XII. Once this is created, it can be viewed in the Review->Review Setup->Process tab in the “Select Review Process Template” dropdown list.

23. How do I assign reviewers?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Setup submenu.
IV. Select the year and PSP that for which you want to create a review group and click the “Filter” button.
V. Click on the “Assign Reviewers” tab.
VI. If you want to assign reviewers to more than one proposal, then check them and click “Assign” button. If there is just one proposal, then click on the proposal title link.
VII. Select the review step by clicking step name. Enter appropriate values and select from available reviewers and click “Save”. Continue this for all the steps.

Note: If you cannot find the reviewer names in the “Available Reviewers” list; refer to FAQ’s 19 and 20 to learn how to create Review Groups and how to assign reviewers to them.

24. How do I view the scores that have been assigned during review?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Report submenu.
IV. Select the year and PSP and then select “Score” in the “Select Report” dropdown list. A list of all proposals with their associated scores is shown.
V. Click on the sores to view the review in detail.

25. How do I track the reviewer’s workload and progress?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on the Review tab and then click on Review Report submenu.

VI. Select the year and PSP and then select “Workload” in the “Select Report” dropdown list. A list of all reviewers with their associated progress is shown.

32. How do I submit an invoice as DWR Admin?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Admin ID and password.
III. Click on Contracts tab
IV. Choose the contract of interest from the “My Contracts” list by clicking on the contract number link.
V. Click on Invoice tab and click on “Add New” link if you wish to create a new invoice or click on the “Pending” link in the “Number” column if you wish to edit an existing invoice.
VI. Enter required fields and click on “Add New Line Item” link to add an invoice.
VII. After entering appropriate information, click on “Save” button.
VIII. Click on “Submit” button to finally submit an invoice.

2.3 Reviewer

1. How do I access the reviews that are assigned to me?

I. Navigate to www.water.ca.gov/bms
II. Login with your DWR Reviewer ID and password.
III. Click on Reviews tab.
IV. Click on “My Reviews” subsection.
V. Select the Year and the PSP that you are assigned to. This information should be communicated to you by your supervisor external from BMS.
VI. A list of all proposals that you are assigned to will be displayed. The status column for each proposal review will state “Not Started”, “In Progress”, or “Completed”).

2. How do I fill out a review form?

I. Follow the steps in FAQ 1.
II. If you wish to start or update a review form, click on the proposal/application name link which has “Not Started” or “In Progress” status.
III. Click on every section to view and fill out the review details.
IV. Click “Save” at any time you wish to “Save” the review. The review form also auto-saves every 15 minutes.

3. How do I submit my review form?

I. Follow the steps in FAQ 1.

II. If you wish to complete your review before submitting it; follow the steps in FAQ 2 or else click on the proposal name you wish to submit the review for.
III. Click on the "Summary" node in the tree-view on the left pane of the page.
IV. A summary of your review form (scores) is displayed.
V. Click on the "Submit" button to submit your review.

4. How do I view the proposal while completing my review?

I. Follow the steps in FAQ 1 to access the review assigned to you.
II. Click on the proposal name you wish to view the review for.
III. Once you get in the review, two small vertical-tabs are visible on the top right of the review form.
IV. Click on the "Proposal/Application" tab to view the proposal.

5. How to I send communication to the applicant?

I. Follow the steps in FAQ 1 to access the review assigned to you.
II. Click on the desired proposal name.
III. Once you get in the review, two small vertical-tabs are visible on the top right of the review form.
IV. Click on the "Review Notebook" tab.
V. In the Communication Notes section click on "Add New" link.
VI. Enter communication information and click "Save".